



## Village of Westmont COMMUNITY DEVELOPMENT

31 West Quincy Street, Westmont, Illinois 60559

cd@westmont.il.gov | 630-981-6250  
westmont.illinois.gov | 630-981-6200

### Village of Westmont General Planning & Zoning Application

There may be a number of lengthy and involved steps in the review process to ensure that all requirements are completely satisfied. Timeframes are for illustrative purposes only; actual time may vary depending on project type, agenda availability, responsiveness of the applicant, and completeness of the submittal materials.

#### Procedural Steps

Below is a flow chart of the general process for projects that require zoning approvals. However, some cases skip the Planning and Zoning Commission, while others skip the Village Board of Trustees. The process for specific cases will be identified during the pre-application meeting with Village Staff.



- **Pre-Application Meeting with Village Staff:** Community Development Department Staff will meet with the petitioner to discuss the proposed project and provide recommendations on how to proceed with the project and meet Village Code requirements. Staff will discuss the development review application submission requirements and process, provided that the project does not appear to present any major obstacles which must be addressed prior to submission. **Contact [swilliams@westmont.il.gov](mailto:swilliams@westmont.il.gov) to schedule the required meeting.**
- **Initial Material Submittal and Preliminary Project Review:** Once the petitioner has compiled all of the required documents, they submit them to the Staff for initial project review. The purpose of this review is to make sure that all required documents are complete and in order. The materials are to be submitted in accordance with the filing deadline schedule. ***Late or incomplete submissions will not be scheduled for a Planning and Zoning Commission agenda until all items are submitted, per Staff instructions. All plans must be folded individually with the title block facing outward. Rolled plans will not be accepted. Submittal fees are required when Staff deems the application is COMPLETE, and fees are non-refundable.***
- **Project Review Comments to Petitioner / Revised Material Submittal:** Following the initial submittal, Staff will review the materials and verify that all information is complete and correct. It is the responsibility of the petitioner to correct any irregularities as indicated by Staff and return the required materials in a timely manner. ***Staff will not place the request on a Planning and Zoning Commission agenda if a revised material submittal is incomplete.***
- **Public Hearing Notices:** A majority of requests require a public hearing, and therefore require legal notices of such public hearing, including posting of signs on the property, publishing notice in the newspaper, and notifying the neighbors of the public hearing by mail. Very few requests do not have a noticing component. The Village will publish the legal notice with the newspaper. The Village will provide or require that the applicant provide the following additional notice of a public hearing: posting the public hearing sign(s) on the property; mailing notice to the subject property owner; mailing notices to property owners and property owners' associations within two hundred fifty feet (250') of the subject property, as measured from the property line to property line, but excluding public rights-of-way.
- **Planning and Zoning Commission Meeting:** Once application materials have been satisfactorily reviewed by Staff and are deemed complete, the petitioner's requests are placed on a Planning and Zoning Commission agenda. The Commission will hear testimony from the petitioner related to the petitioner's requests, take public comments, and make a recommendation which is forwarded for consideration by the Village Board. ***The Planning and Zoning Commission convenes on the second Wednesday of every month at 6:00pm at Village Hall. Applicant attendance and presentation is required.***
- **Village Board Meeting:** Once the Planning and Zoning Commission has given their recommendation on the petitioner's requests, the petitioner is scheduled to present their requests to the Village Board, where the Board will consider the project and discuss public input. The Village Board is the final decision making authority charged with voting on all development review applications brought before it. Once the Village Board has received all pertinent information, a final binding vote will be made. ***The Village Board typically meets approximately 3 Thursdays after the Planning and Zoning Commission meeting, at 6:00 pm at Village Hall. Petitioner attendance at the Village Board is required in case there are questions or comments for them. Staff will advise petitioners of the Village Board meeting date.***

## DEVELOPMENT APPLICATION AND REVIEW SCHEDULE - 2026 GUIDELINE ONLY

**Applications are accepted once a month.** Meeting dates are tentative and are dependent on agenda load and review timelines. Staff will reach out directly once a case has been placed on agenda. Staff will confirm all meeting dates with a petitioner or the petitioner's designated contact person. Staff may postpone any application to a future meeting even if the application submission deadline has been met. The actual amount of time it takes to review an application submittal will vary depending on the following:

- Number of requested approvals.
- The approval process for the requested approvals.
- Accuracy of the required plans and supporting documentation at the time of initial submission.
- Complexity of the proposal.
- Staff review by all relevant Village departments and third party consultant review.
- Plan resubmittals in response to Staff and consultant comments.

| Deadline for a <u>Complete</u> Application Submittal & All Reviews to be <u>Completed</u><br>Typically 34 Days Before the Meeting                                                                                          | Tentative PZC Meeting<br>6:00 PM<br>2nd Wednesday of Month | Tentative Village Board of Trustees 6:00 PM<br>Every other Thursday |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------|
| 12/11/25                                                                                                                                                                                                                   | 1/14/26                                                    | 2/05/26                                                             |
| 1/08/26                                                                                                                                                                                                                    | 2/11/26                                                    | 3/05/26                                                             |
| 2/12/26                                                                                                                                                                                                                    | 3/11/26                                                    | 4/02/26                                                             |
| 3/11/26                                                                                                                                                                                                                    | 4/08/26                                                    | 4/30/26                                                             |
| 4/09/26                                                                                                                                                                                                                    | 5/13/26                                                    | 5/28/26                                                             |
| 5/14/26                                                                                                                                                                                                                    | 6/10/26                                                    | 6/25/26                                                             |
| 6/11/26                                                                                                                                                                                                                    | 7/08/26                                                    | 7/23/26                                                             |
| 7/09/26                                                                                                                                                                                                                    | 8/12/26                                                    | 9/03/26                                                             |
| 8/13/26                                                                                                                                                                                                                    | 9/09/26                                                    | 10/01/26                                                            |
| 9/10/26                                                                                                                                                                                                                    | 10/14/26                                                   | 10/29/26                                                            |
| <i>Due to the 2nd Wednesday of November being Veteran's Day (11/11/26), no regular meeting is scheduled. A special meeting may be scheduled, if needed. Contact Planning &amp; Zoning Division staff for more details.</i> |                                                            |                                                                     |
| 11/12/26                                                                                                                                                                                                                   | 12/09/26                                                   | 1/07/27                                                             |
| 12/10/26                                                                                                                                                                                                                   | 1/13/27                                                    | 2/04/27                                                             |

## MEETING LOCATION, TIME, AND ATTENDANCE

All of the above listed meetings are located at **Village Hall – 31 West Quincy Street, 2nd Floor Chambers**, Westmont, Illinois 60559 at **6:00 p.m.** Petitioners or their representatives **MUST** be present at the scheduled meetings or their case will be postponed.

## GENERAL INSTRUCTIONS

When an applicant is ready to submit an application, contact the Planning & Zoning Division at [swilliams@westmont.il.gov](mailto:swilliams@westmont.il.gov). If the application is not complete, the application will not be accepted or processed.

### A Complete Application Includes:

- 1) All items specified on the application form(s) depending on review type and checked off by the Planning & Zoning Division.
- 2) A check payable to the Village of Westmont covering the **Application fees** (see fee schedule). *Please write the "Project Name" on the check memo.*
- 3) A check payable to the Village of Westmont covering **Escrows**, if applicable (see fee schedule and requirements). *Please write the "Project Name" on the check memo.*
- 4) All printed materials requested and complete, in order, and duly numbered for easy identification and tracking.
- 5) A flash drive with all of the materials in digital form or emailed to [swilliams@westmont.il.gov](mailto:swilliams@westmont.il.gov).

### Additional Notes:

- 1) Incomplete application submittals will **not** be accepted by the Village or reviewed by Village Staff.
- 2) All required items and required application and escrow fees must be submitted at the same time in order for the application to be deemed complete and formally accepted. Failure to meet the requirements may result in delays in the review process.
- 3) Tentative public hearing dates will be provided **after** all reviews are complete and approved.
- 4) All application submittals (including required fees) must be submitted electronically via email to [swilliams@westmont.il.gov](mailto:swilliams@westmont.il.gov) or paper copies in person to the Planning & Zoning Division at the Community Development Department, located at the Westmont Village Hall at 31 West Quincy Street, Westmont, IL 60559.
- 5) Applications that include the submittal of a new annexation agreement, a text amendment, a map amendment, or a development agreement (or amendment to said agreements) will extend the development review/approval process due to time required to review, conduct outreach, and negotiate the agreement and complex entitlements.
- 6) Any questions regarding the schedule, application submittal requirements, or review process should be directed to the Senior Planner at (630) 981-6260 or by email at [swilliams@westmont.il.gov](mailto:swilliams@westmont.il.gov).

### Useful Links:

**Zoning Ordinance:** The Village's Zoning Ordinance, Chapter 95, can be found [online at this link](#).

**Comprehensive Plan:** The Village's Comprehensive Plan can be found [online at this link](#).

## FEE SCHEDULE AND ESCROW

**Application fees** are non-refundable. **Escrow fees** are based on the scope and complexity of the project. Unused escrow is returned upon project close. **Review fees** are for outside consulting, engineering, and landscape architects and are due with the application. These fees are deposited by the Village into an escrow account and are paid directly to the consultant. **Please contact the Community Development Department for an estimate of review fees before submitting the application.**

| REVIEW TYPE                                                                                                                    | FEE <sup>1</sup>                    | FEE DUE |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------|
| <b>Zoning Code Amendment, Text or Map</b>                                                                                      | \$500                               |         |
| <b>Development Plan</b>                                                                                                        | \$800 <sup>1</sup>                  |         |
| Major Amendment to a Development Plan                                                                                          | \$500                               |         |
| Minor Amendment to a Development Plan                                                                                          | \$150                               |         |
| <b>Site Plan / Landscape Plan Review</b>                                                                                       |                                     |         |
| Major Site Plan                                                                                                                | \$500 <sup>1</sup>                  |         |
| Administrative Site Plan                                                                                                       | \$150 <sup>1</sup>                  |         |
| <b>Variances</b>                                                                                                               |                                     |         |
| Residential Variances (R-1, R-1(A), R-2, R-3)                                                                                  | \$250                               |         |
| Non-Residential Variances (All other zones)                                                                                    | \$500                               |         |
| <b>Special Use Permit</b>                                                                                                      |                                     |         |
| Residential Special Use Permits (R-1, R-1(A), R-2, R-3)                                                                        | \$100                               |         |
| Commercial Special Use Permits (All other zones)                                                                               | \$500                               |         |
| <b>Plats</b>                                                                                                                   |                                     |         |
| Preliminary Plat of Subdivision/Consolidation - <i>Initial Lot Split or Consolidation (1 new lot created or consolidated):</i> | \$150 + \$0.50 for each lot created |         |
| Final Plats                                                                                                                    | \$75                                |         |
| Final Plat Recording                                                                                                           | \$250                               |         |
| <b>Annexations:</b>                                                                                                            |                                     |         |
| Pre-Annexation Agreement<br>Residential (R-1, R-1(A), R-2, R-3)<br>All Other Zones                                             | \$100<br>\$500                      |         |
| <b>Application Fee TOTAL</b>                                                                                                   |                                     |         |
| <b>Escrow Deposit Required (must be paid by a separate check)<sup>1</sup></b>                                                  |                                     |         |

<sup>1</sup> **Escrow deposits may be required.** The escrow amount depends on the complexity of the project. Required escrow will be covered in the pre-application letter. Escrow amount and application fee should be paid separately.

PZC Case Number (office use only):

**Petitioner**

|                            |  |                             |  |
|----------------------------|--|-----------------------------|--|
| <b>Petitioner Name:</b>    |  | <b>Property Owner Name:</b> |  |
| <b>Petitioner Address:</b> |  | <b>Owner Address:</b>       |  |
| <b>City, State and Zip</b> |  | <b>City, State and Zip:</b> |  |
| <b>Phone:</b>              |  | <b>Phone:</b>               |  |
| <b>Email:</b>              |  | <b>Email:</b>               |  |

**Subject Property**

|                                                                                                                                                                                                                       |  |                  |  |                     |  |                     |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------|--|---------------------|--|---------------------|--|
| <b>Property Address (Subject Property):</b>                                                                                                                                                                           |  |                  |  |                     |  |                     |  |
| <b>Property Identification Number(s) PIN(s):</b>                                                                                                                                                                      |  |                  |  |                     |  |                     |  |
| <b>Lot Width</b>                                                                                                                                                                                                      |  | <b>Lot Depth</b> |  | <b>Lot Area:</b>    |  | <b>Lot Acreage:</b> |  |
| <b>Current Zoning:</b>                                                                                                                                                                                                |  |                  |  | <b>Current Use:</b> |  |                     |  |
| <b>Description of Request/Project Title:</b>                                                                                                                                                                          |  |                  |  |                     |  |                     |  |
| <b>Legal Description - often found on a Plat of Survey - MUST BE TYPED HERE (or sent in Docx format):</b><br><br><i>Pictures or screenshots of the legal description, or writing it by hand will NOT be accepted.</i> |  |                  |  |                     |  |                     |  |

**Project Team - please provide if known, otherwise it is not required**

|                            |  |
|----------------------------|--|
| <b>Name:</b>               |  |
| <b>Title:</b>              |  |
| <b>Company:</b>            |  |
| <b>Address:</b>            |  |
| <b>City, State and Zip</b> |  |
| <b>Phone:</b>              |  |
| <b>Email:</b>              |  |

|                            |  |
|----------------------------|--|
| <b>Name:</b>               |  |
| <b>Title:</b>              |  |
| <b>Company:</b>            |  |
| <b>Address:</b>            |  |
| <b>City, State and Zip</b> |  |
| <b>Phone:</b>              |  |
| <b>Email:</b>              |  |

|                            |  |
|----------------------------|--|
| <b>Name:</b>               |  |
| <b>Title:</b>              |  |
| <b>Company:</b>            |  |
| <b>Address:</b>            |  |
| <b>City, State and Zip</b> |  |
| <b>Phone:</b>              |  |
| <b>Email:</b>              |  |

|                            |  |
|----------------------------|--|
| <b>Name:</b>               |  |
| <b>Title:</b>              |  |
| <b>Company:</b>            |  |
| <b>Address:</b>            |  |
| <b>City, State and Zip</b> |  |
| <b>Phone:</b>              |  |
| <b>Email:</b>              |  |

**Signature(s)**

By signing below, the Petitioner certifies that all of the above statements in this Application and statements on any documents or drawings submitted with this Application are true and correct to the best of my (our) information and belief.

BY SIGNING BELOW, THE PROPERTY OWNER (1) GRANTS PERMISSION TO THE PETITIONER (IF DIFFERENT THAN THE PROPERTY OWNER) TO SUBMIT THIS APPLICATION AND TO SEEK THE ZONING AND DEVELOPMENT APPROVALS CONTAINED IN THE APPLICATION FOR THE PROPERTY, AND (2) AGREES TO BE BOUND BY AND TO COMPLY WITH ANY CONDITIONS ESTABLISHED BY THE VILLAGE FOR THE DEVELOPMENT/USE OF THE PROPERTY.

By signing below, the petitioner and property owner acknowledge that the ***Application fees are non-refundable*** and that submitting this form is not a guarantee that the requests will appear before the Planning and Zoning Commission or Village Board. The petitioner and property owner further acknowledge that all items to be considered by the Planning and Zoning Commission shall receive technical reviews by Village Staff or consultants, as deemed appropriate by the zoning administrator, before being considered by the Planning and Zoning Commission.

**PETITIONER SIGNATURE:**

\_\_\_\_\_  
Print Name of **Petitioner**

\_\_\_\_\_  
Signature of **Petitioner** and Date

**OWNER SIGNATURE**  
*(if different than the petitioner):*

\_\_\_\_\_  
Print Name of **Property Owner**

\_\_\_\_\_  
Signature of **Property Owner** and Date